



Communication Procedure

Objective

The objective of having the communications procedure in place is to ensure that all terms of reference, responsibilities and procedures reflect the importance of communication within the company ensuring quality and consistency in all that the company provides and develops.

Staff inductions

Staff Inductions are to include their responsibilities relating to methods of communication and the documentation in use for their specific role.

Correspondence

All incoming and copies of outgoing correspondence is to be filed in the subject related files within 5 working days of receipt/despatch.

Specific documented and filed communications include:

- All correspondence regarding client or sub-contractors should be filed in the relevant file
- Any documentation relating to staff development should be filed in the Staff Development File
- Agendas and Minutes of meetings should be filed in the labour File

Policy: [PTM-P05-Communication Procedure-V1](#)

Pinson TM Limited is a private limited liability company and is registered in England and Wales with registration number 14080425.

Registered Address: 25 | Coulton Avenue | Gravesend | Kent | DA11 8DZ.

Trading Address: Unit 10 Albion Parade | Gravesend | Kent | DA12 2RN

Pinson TM Limited

Telephone Number: 02045 404 341 | Email: Hello@pinsontm.co.uk



Version: V1

Reviewed 4th of April 2023

This policy has been approved by the Directors of Pinson TM Limited and signed on its behalf.

C.Lappin

Mr Charlie Lappin

Director

JLBenson

Mr Jordan Benson

Director

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